

Length of Service**SCOPE**

Guidelines for the calculation of length of service or creditable service are set forth in this policy. This policy, however, does not apply to the calculation of Employees' Retirement System service that is defined in Article 22 of the Baltimore City Code. Length of service as a City employee is a factor in the administration of many personnel policies, e.g., vacation leave, level movements, longevity calculations and layoffs. An employee's length of service is calculated from the date of appointment as a permanent employee providing the employee has completed a satisfactory probationary period. A claim for prior creditable service upon reinstatement or subsequent employment (within one year from date of separation) must be made within eighteen (18) months of the reentry date by the employee to the hiring department.

EXCEPTION

When an employee is appointed as "permanent," the employee may claim continuous service to the earliest date of temporary/provisional appointment provided: 1) the permanent appointment is in the same class as the prior temporary/provisional appointment; 2) there is no break in service; and 3) the required probationary period has been satisfied.

PRIOR SERVICE

Prior City employment may be considered as creditable service if the employee was a permanent employee who:

- Was laid-off due to lack of work or funds and was subsequently re-hired within one (1) year of the layoff;
- Was granted a leave of absence without pay in accordance with AM-208-1 and was reinstated within 10 days of the expiration of an approved leave of absence;
- Was rehired to City government employment in accordance with AM-213-1, Part I or Part II.

Prior service, as applicable, will be credited by an adjustment to the original entry date.

RELATED DOCUMENTS

[AM-205-8](#) LAYOFF OF EMPLOYEES IN CIVIL SERVICE CLASSES

AM-208-1 LEAVE OF ABSENCE WITHOUT PAY

[AM-213-1, Part I](#) REINSTATEMENT

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AM-204-12

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[AM-213-1, Part II](#) SUBSEQUENT EMPLOYMENT

AM-232-1 PERMANENT POSITIONS AND EMPLOYEES